

State of California
DUTY STATEMENT

Department of State Hospitals

SH3002 (Rev. 3/22/12)

Box reserved for Personnel Section

Employee Name		RPA #		C&P Analyst Approval		Date 8/12/21	
Position No / Agency-Unit-Class-Serial		Division					
Class Title Hospital Police Lieutenant		Unit					
SUBJECT TO CONFLICT OF INTEREST <input type="checkbox"/> Yes <input type="checkbox"/> No		CBID		WORK WEEK GROUP		PAY DIFFERENTIAL	
						OTHER	

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Hospital Police Chief, the Hospital Police Lieutenant will perform law enforcement duties; plan, organize staffing, direct training and coordinate operational or administrative activities of a division; supervise police operations; assist the Hospital Police Chief and Executive Director in the development and implementation of policy and procedures; perform other related duties as required. The Hospital Police Lieutenant is also responsible for maintaining a secure and safe operation for the welfare of patients, staff, and the public.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
	ESSENTIAL FUNCTIONS
35%	<p>Plan, prioritize, assign, participate, review, supervise, and evaluate the performance, competency and attendance of all sergeants. Complete probationary and annual performance employee evaluations and reviews as required. Review the supervisory skills of subordinates to ensure compliance with all applicable laws, rules, regulations and policies.</p> <p>Ensure that security issues are evaluated in order to prepare recommendations. Direct subordinates to thoroughly investigate and document criminal incidents, accidents, injuries and breaches of security. Review and approve necessary documentation. Investigate complaints against department staff and submit recommendations to effect disciplinary action. Establish reasonable employee standards and expectations. Ensure that all work is completed properly and in a timely fashion.</p> <p>The employee is required to work any shift and schedule in a variety of settings throughout the hospital. Will also be required to work overtime and work at other work locations as determined by the operational needs of the department.</p>
30%	<p>Ensure that all policies and procedures related to safety and security are implemented and followed and that division operations are in full compliance with all applicable regulations, standards and procedures. Provide timely information, advice and recommendations to the Hospital Police Chief regarding serious incidents or policy issues affecting the security and safety of the hospital.</p> <p>Act as Hospital Police Chief, as needed, and serve as rotational On-Call Division Commander after hours and on weekends. Provide management notification of situations that may have significant impact on the department or the facility. As a command officer, assumes complete responsibility for the performance and operation of a division or unit within the department as necessary.</p> <p>Assure that special assignments, evaluations and programs are carried out in a proficient manner that is in accordance with the stated objective of the project assigned.</p>
20%	<p>Develop and maintain effective standards, training, expectations and directions for the members of the division and hold subordinates accountable for their actions. Responsible for the training of all subordinates including scheduling, maintaining records and accountability for meeting all necessary training.</p>

	<p>Actively participate in quality improvement meetings to address issues relative to law enforcement or security needs. When directed, represent the department at management, policy or advisory meetings. Conduct regular meetings with division members in order to foster information sharing, responsibility, accountability and team building.</p> <p>Prepare reports, surveys, studies, etc. related to the operation, funding, staffing and performance of Police Services at the Hospital. Monitor department programs, unit and watches to determine their effectiveness and recommend changes when appropriate.</p> <p>Assure compliance with legal mandates which govern Hospital operations.</p>
10%	<p>Provide effective leadership, direction and support for an effective system to insure a workplace free from discrimination and sexual harassment. Establish and maintain close liaison with other hospital managers, local law enforcement agencies and the public. Encourage effective communication between division members and the staff, patients, visitors, vendors and others utilizing the hospital.</p> <p>Review and update of post orders and other information requisite to the duties and performance of Hospital Police Sergeants and Officers.</p>
5%	<p>Perform other duties as required.</p>

SUPERVISION EXERCISED

Directly supervise the positions as designated in the facility organizational chart.

KNOWLEDGE AND ABILITIES

Knowledge of:

The criteria of the Hospital Police Sergeant and the Hospital Police Officer; methods of personnel management, employee development, completed staff work, and training; a supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

Meet the ability criteria of the Hospital Police Sergeant and the Hospital Police Officer; supervise and evaluate the performance of others; organize and direct staff concerning special tasks and projects; assist in developing hospital policies and procedures.

REQUIRED COMPETENCIES

INFECTION CONTROL - Apply knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY - Actively support a safe and hazard free work place through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. Uniformed Office of Protective Services members are required to wear an approved ballistic/stab resistant vest.

FIRST RESPONDER/CPR/FIRST AID - Maintain current certification.

THERAPEUTIC STRATEGIES AND INTERVENTIONS - Support a safe work environment; practice the strategies and interventions that promote a therapeutic milieu; apply and demonstrate knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS - Demonstrate awareness to multicultural issues in the workplace, which enables the employee to work effectively.

RELATIONSHIP SECURITY - Demonstrate professional interactions with patients and maintain therapeutic boundaries. Maintain relationship security in the work area; take effective action and monitors, per policy, any suspected employee/patient boundary violations.

RESPIRATORY PROTECTION / FIT - Must demonstrate competency by passing a fit test prior to initial use, and annually thereafter. May be required to utilize respirators in the course of his/her job duties or under emergency circumstances. This requirement is implemented in order to ensure the health and safety of the employee.

PATIENT RECOVERY - Respect the worth and dignity of all persons and groups, as well as honor and advocate for individual rights and interests, and opposing discrimination.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION - Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SPECIAL REQUIREMENTS - Remain proficient in the performance of the duties of a Police Officer, Police Sergeant, and Police Lieutenant.

REQUIRED QUALIFICATIONS

JOB RELATED QUALIFICATIONS

Analyze resources and propose necessary changes in order to maintain the services provided by the department.

Implement policies and procedures.

Establish objectives for the division and develop methods to obtain them.

Develop professionalism within a law enforcement and security agency.

Direct subordinates.

Manage and supervise all activities and operations of the different divisions of the department.

Communicate effectively with managers, peers, subordinates, State regulatory agencies, contractors, vendors, patients, and visitors.

Administer corrective action and progressive discipline.

Work closely with prosecutors and to testify effectively.

EMERGENCIES

Maintain and exercise knowledge of Department's Area Specific Emergency Preparedness Plan and the Hospital's Emergency Preparedness Manual.

TECHNICAL PROFICIENCY

Analyze data, evaluate security issues, and take appropriate action.

Prepare professional reports and correspondence.

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to his/her classification on a current basis. Any failure to do so may result in termination from Civil Service.

Possession of a valid driver's license issued by the California Department of Motor Vehicles, a valid defensive driving certificate, and completion of a POST Management Course.

TRAINING

The employee is required to keep current with the completion of all required training as identified in the Office of Protective Services Training Plan.

PHYSICAL REQUIREMENTS

Activity	Never	Occasionally Up to 3 hrs.	Frequently 3 – 6 hrs.	Constantly Over 6 hrs.	Distance/ Height
Bending (neck)			X		
Bending (waist)			X		
Climbing			X		
Crawling		X			
Driving		X			
Exposure to dust, gas, fumes, or chemicals		X			
Exposure to excessive noise			X		
Exposure to extreme temperature, humidity, wetness			X		
Fine Manipulation			X		
Keyboard Use			X		
Kneeling		X			
Lifting/Carrying					
0 – 10 lbs.			X		
11 – 25 lbs.			X		
26 – 50 lbs.		X			
51 – 75 lbs. (in emergency situations)		X			
76 – 100 lbs. (in emergency situations)		X			
100 + lbs. (in emergency situations)		X			
Mouse Use			X		
Power Grasping		X			
Pushing & Pulling			X		
Reaching (above shoulder)		X			
Reaching (below shoulder)		X			
Repetitive use of hand(s)			X		
Running		X			
Simple Grasping				X	
Sitting			X		
Squatting		X			
Standing			X		
Twisting (neck)			X		
Twisting (waist)			X		
Use of special visual or auditory protective equipment		X			
Walking on uneven ground		X			
Walking			X		
Working at heights		X			
Working in Confined Spaces		X			
Working with bio-hazards (e.g., bloodborne pathogens, sewage, hospital waste, etc.)			X		
Working Indoors				X	
Working Outdoors				X	

WORKING CONDITIONS

All employees are required to have an annual health review and repeated health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The employee routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties.

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.



Supervisor's Signature



Date